## Time Sheet Template

## **Your Company Name**

Your company slogan

Address City, State, ZIP Telephone Fax Employee Name:	
Title:	
Employee No.:	
Status:	
Department:	
Supervisor:	

Date	Start Time	End Time	Regular Hrs	Overtime Hrs	Total Hrs
Weekly Totals:	-	-			

Employee Signature	
Date	
Supervisor Signature	
Date	